

**Minutes
Mead Public Library
Board of Trustees
May 22, 2014**

A meeting of the Mead Public Library Board of Trustees was held on Thursday, May 22, 2014 in the Rocca Meeting room. Present Board of Trustee members were Maeve Quinn, presiding; Henry Nelson, Chris Campe, Ald. Darryl Carlson, Dolcye Johnson, Kathie Norman, Martha Wortche, and Dirk Zylman. Unable to attend was Marge Segalle. Staff members present: Debbie DeAmico, Garrett Erickson, Diane Kallas, Pat Mueller, and Melissa Prentice.

1. Quinn called the meeting to order at 3:45 p.m. She determined there was a quorum present.
2. Quinn led the Pledge of Allegiance
3. There were no public comments at the meeting.
4. Carlson **moved** to approve the minutes from April 24; Nelson **seconded** the motion. The motion **passed.**

5. Correspondence, Announcements, and Common Council Referrals

Quinn distributed a thank you note from John and Beth Keister for the Boards' input regarding the process to hire a library director.

Quinn noted the absence of Nancy and Jack Lewis. She announced that Jack died and expressed kind words and noted we are thinking of Nancy and her family. A sympathy card was distributed for signatures.

6. Adopt Resolution in honor of the service of Kevin Sampson as Mead Public Library Trustee

Quinn read the Resolution to honor Kevin Sampson as a Board of Trustees member. Sampson expressed his pleasure to have served on the Board. A book regarding Sheboygan was given to him on behalf of the Board.

Zylman **moved** to accept the Resolution in honor of the service of Kevin Sampson. Johnson **seconded** the motion. The motion **passed.**

7. Committee Reports

A. Finance Committee – Zylman

1. Report of 5-22-14 meeting

Zylman deferred his comments because they are agenda items.

B. Financial Report

1. Review and approve payment of expenditures, including payroll

Carlson moved; Nelson seconded the motion to approve payment of expenditures, including payroll. Motion passed.

2. Receive monthly 2014 budget status report to date

Zylman asked Board members to review the report. He complimented DeAmico for her initiatives to prepare the reports.

3. Report of gifts received

Zylman referred to a handout of donations to the library. He announced a \$5,000 donation in memory of Harold Feingold from the Feingold Foundation was received at the library.

C. Human Resources Report – Nelson

1. Report of 5-13-14 meeting

Nelson deferred most of his comments because they appear as #9 and #10 on the agenda. Nelson said the main point from the Human Resources Committee meeting was that 2015 calls for no staff furlough days and the possibility of a 2% merit increase for MPL staff. He indicated that the Human Resources Committee recommended approval of the 2015 budget pertinent to human resources management.

Nelson asked Erickson to discuss the library's cleaning service. Erickson said the bid contract and actual contract do not match. Additional communication is planned, and a checklist of expectations shared from the Plymouth Public Library will be used to write one for MPL. Erickson will report results/progress at a future Human Resources Committee meeting.

8. Director's Report – Erickson

A. Statistics

Erickson distributed a draft of a one-page statistical report that he recommends. He noted the information mirrors Department of Public Instruction annual requirements for reporting statistics.

Quinn suggested any changes or additions should be communicated to Erickson.

B. Update to meeting room reservations

Three of our five meeting rooms are available on our website for public review and reservation requests. Erickson explained that he has been announcing this change in the community especially with City Hall staff.

C. Joint County Planning Meetings

Erickson is serving on this committee to discuss a five-year plan for Ozaukee and Sheboygan County libraries. He reviewed a handout of three main points being discussed. One of the issues is the possibility of Ozaukee County leaving Eastern Shores Library System to Waukesha County Library System.

D. Policy Updates – Internet Policy and Sale/Disposal of Used Equipment (new)

Erickson is working on preparing policies for the next full board meeting regarding MPL internet policy, and writing a new policy for the sale and disposal of used equipment/furniture at MPL. Nelson thanked Erickson for his hard work on behalf of the Human Resources Committee members.

9. Discussion and possible action to approve updated job descriptions

Board members reviewed seven position descriptions. Erickson indicated a *Purpose of the position* section has been added to the format of each updated MPL position description.

Nelson **moved** to accept the updated MPL position descriptions. Norman **seconded** the motion. Motion **passed**.

10. Discussion and possible action to approve changes to 2015 Table of Organization

Erickson reviewed the changes to our Table of Organization including management structure. He discussed the major change is consolidation of number of positions within library assistants and Librarian 1 positions. In August, we expect eleven page positions to be vacated through attrition. Only three of those positions will be re-hired.

Nelson **moved** to accept the 2015 Table of Organization as presented. Carlson **seconded** the motion. The motion **carried**.

11. Discussion and possible action to approve proposed 2015 Budget

Zylman indicated that a flat budget is proposed for 2015 to the City of Sheboygan for consideration. Zylman recommended changing the label of budget account 521420 to “duplicating services.”

Zylman complimented DeAmico for her work to produce a new financial summary on behalf of the Board/Library.

With the minor word change Zylman **moved** to approve the proposed 2015 Budget; Johnson **seconded** the motion. Motion **passed**.

Before excusing himself from the meeting, Carlson indicated that he reviewed the budget at the earlier Finance Committee meeting, and he said he voted to support the 2015 MPL budget.

12. Discussion and possible action to approve new Collection Development policy

Erickson reviewed the new Collection Development policy that was written by Prentice. Prentice indicated that patrons challenging library books/materials would be addressed in another policy.

Norman **moved** to approve the Collection Development policy. Johnson **seconded** the motion. The motion **passed**.

13. Discussion and possible action for specific agreements for individual gifts being turned over to the MPL Foundation Board for investment and initial amount of funds transfer from the Local Government Investment Pool/Department of Administration to the Mead Public Library Foundation

Zylman expressed his trust that the Foundation Board will be good stewards of investing library funds. He thanked and complimented Norman for preparing the legal document and coordinating the Foundation's Investment Policy. A handout of the proposed transfer and distribution of funds was reviewed.

Zylman **moved** that the MPL Library Board transfer its investable funds to the MPL Foundation, and to use H.C. Denison as the investment manager. Nelson **seconded** the motion. Johnson opposed. Motion **passed**.

14. Liaison Reports

A. Eastern Shores Library System (ESLS) – Nelson

1. ESLS Board five-year planning with assistance from interim director
2. Effective July 7, ESLS hired Amy Birtell, Director
3. ESLS Board needed to react to two letters with negative comments from Mequon and Saukville libraries.

B. Mead Public Library Foundation – Norman

Norman said the Foundation will vote on a proposed strategic plan at their June meeting. Members of the Foundation Board plan to initiate a more active role in fundraising.

C. Friends of Mead Public Library – Erickson

Joan King announced at the May Friends Board meeting the results of the 50 People/\$50/50 Days fundraiser as \$2,766.00

The Friends Board offered to coordinate, with representatives from the Board of Trustees and Foundation Board, to plan the "MPL Library Information Day." The event would be scheduled on a Saturday, September 2014 with ideas such as tours, art walk, giveaways, refreshments, quilt display/raffle, Book Sale, children's book reading.

Friends' officers: Judy Biederwolf, president; Audrey Kruger, vice president; Joan King, secretary, and Marion Wheaton, treasurer.

President Biederwolf appointed a Bylaws Committee to review/revise the Friends Bylaws.

The Friends Board are working on a Mission Statement for the organization.

The friends will sponsor and pay \$480 for the library's yearly subscription to Book Page.

15. Nominations from the floor and election of Officers for 2014-2015

Quinn called for open nomination; Nelson nominated Quinn to serve as president of the MPL Board of Trustees.

Nelson **moved** to accept the nomination of Maeve Quinn as president. Zylman **seconded** the motion. The motion **passed**.

Nelson **recommended a unanimous ballot** for president; Campe **seconded**. The motion **carried**.

Nelson **moved** to close the nominations for president; Norman **seconded**. Motion **passed**.

Zylman **nominated** Henry Nelson for vice president citing his efforts and accomplishments of behalf of the MPL Board. Norman **seconded** the nomination. The nomination **passed**.

Quinn asked for any further nominations from the floor.

Zylman **moved** for a unanimous ballot for Nelson; Campe **seconded** the motion. The motion **passed**.

16. Remarks from outgoing and incoming officers

Quinn said it was a great honor to continue as president of the MPL Board of Trustees. She complimented and thanked her fellow board members for their time and talents. Her remarks included mention of the important task of the board to hire a director and the board's role to develop policies for the library. Quinn complimented Erickson for his dynamic leadership and innovative strategies to keep our library relevant in the community. She read MPL's new mission statement and referred to it as simple to remember and crystal clear in its message.

In conclusion, Quinn cited 31,000 residents have library cards, 316,000 library visits (100 people an hour), 700,000 checkouts, and 270,000 e-content downloads. She said MPL is

an educational and cultural gem that embraces our vision: enrich, educate, connect, create, inspire.

Nelson said he is humbled and honored to serve as vice president of the Board of Trustees.

17. Adopt Schedule of Meetings for 2014-2015

Johnson moved; Wortche seconded the motion to adopt the 2014-2015 schedule of meetings. The motion carried.

18. Appoint Finance Officer for 2014-2015 – Quinn

Quinn appointed Zylman as the Finance Officer citing his attention to detail and financial expertise.

19. Confirm/propose one but no more than two Trustees for continued service as directors of the MPL Foundation Board - Quinn

As president Quinn will serve on the Foundation Board; she also reappointed Kathie Norman to serve as liaison from the Foundation to the Board of Trustees.

20. Confirm/propose Trustee to serve on the ESLS Board – Quinn

Quinn reappointed Henry Nelson to serve as liaison to ESLS Board.

21. Appoint Standing Committee chairs and members as set forth in the Bylaws – Quinn

Quinn distributed a roster of Board of Trustee Committee assignments. She reminded members that all board members are invited to attend any Board Committee meeting.

22. Next meeting: June 26

Information Items: March and April statistics

23. Adjournment

Johnson moved to adjourn the meeting; Campe seconded; motion passed. Quinn adjourned the meeting at 5:15 p.m.